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RECORDS SERVICES DIVISION
17 December 1953
GENERAL SERVICES OFFICE

MEMORANDUM FOR: Chief, Classification and Wage Division
FROM: Chief, General Services Office
SUBJECT: Position Standard for Tabulation Project
Planner Series, GS-0359.03-00

1. The position standard for Tabulation Project Planner attached to your memorandum of 7 December 1953 has been reviewed and is returned with my concurrence, with the exception of a few minor changes.

2. On page 1 of your preliminary draft, the title "Tabulating Operations Supervisor, GS-0359.02-00" should be changed to "Tabulating Equipment Supervisor." On this same page, a suggested revision of the wording pertaining to positions located in General Services Office has been indicated in pencil.

3. On page 3, a revision has been indicated in the description of "plugboard."

4. Position descriptions for the Tabulation Project Planner series GS-5 and above in the General Services Office contain a provision that the incumbents are subject to overseas assignment. Consideration should be given to the inclusion of this statement in position descriptions for Tabulation Project Planners in other organizations throughout the Agency.

5. This Standard has been discussed with [REDACTED] of your office.

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SIGNED

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Attachment
Position Standards for
Tabulation Project Planner
Memo with concurrence dtd 7 Dec 1953

GSO/RSD/LGC:ew (17 Dec. 1953)

Distribution:

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MISSING PAGE

ORIGINAL DOCUMENT MISSING PAGE(S):

Attachments Missing